



# Facilities Available for Public Use

## Minute Man National Historical Park

### *North Bridge Overlook & Garden*



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#### **HISTORY**

*Located in Minute Man National Historical Park in Concord, Massachusetts, the Buttrick Mansion was built by Stedman Buttrick in 1911. This two-and-one-half-story, Classical Revival-style building sits within a formal landscape designed by landscape architect Harold Hill Blossom (1879-1935). The designed landscape dates back to the early twentieth century. The building looks out over the Concord River to the southeast, with terraces and paths extending out to the water's edge.*

The Buttrick Mansion, located at 174 Liberty Street, is now the park visitor center, bookstore and offices. To the northeast, and set down on a slight slope, are the Carriage House and the Caretaker's Cottage, which support the park maintenance & curatorial functions. Today the overlook & garden grounds are available for use by the general public for permitted uses such as corporate functions, small outdoor weddings & other events. The park's function manager is here to see that your special event runs smoothly in a manner that complies with conditions of the National Park Service and ensures the preservation of the landscape and historic structure. Please read the rules and regulations to determine if they will correspond with your event plans.

#### ***North Bridge Overlook & Garden***

##### Capacity for Outdoor functions:

Evening use: (after Visitor Center closes)  
200 persons (all catered functions)  
tentable areas (tent not included)

Timing of Function: (avail June 1 – Oct 31)  
Outdoor area, restroom facilities & parking most conducive to private use when North Bridge Visitor Center is closed to the general public. Catered events occur after the Visitor Center is closed.

##### Restrooms:

Includes after-hours use of North Bridge Visitor Center restrooms.

Note: 2<sup>nd</sup> & 3<sup>rd</sup> Floors: Not open to the public. Space is used for park's administrative offices.

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Parking: (shared use with park visitors)

- Day use: Limited to a maximum of 20 spaces (if available)
- Evening use: Limited to maximum of 100 spaces (if available)

[requires shuttle from Monument Street Lot to Visitor Center]

##### Caterer Facilities:

- Caterer truck access via driveway
- Electrical outlets/water available

##### Bookstore:

Let us know if you are interested in after-hours operation of bookstore.

Interpretive Programming: See Educational Programs for information on available interpretive programming for your event.

NOTE: Grounds are also available for non-catered day use for up to 50 persons with 20 parking spaces (if available)

### **RULES AND REGULATIONS**

**USE & ACCESS:** A Special Use Permit for events at the North Bridge Overlook and Garden may be scheduled for a minimum of four hours. Hours of use for catered events are limited to when the North Bridge Visitor Center is closed to the public. See [www.nps.gov/mima](http://www.nps.gov/mima) for Visitor Center hours of

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operation. Hours specified in the Special Use Permit are the ONLY hours permittee, guests and those associated with the event can be using the grounds/house. Set-up, breakdown and photos will not be allowed prior to or after the hours specified in the Special Use Permit. Please plan accordingly.

- Additional hours may be scheduled at an additional cost.

**SET-UP AND BREAKDOWN:** Permittee is responsible for all set-up and breakdown, which includes but is not limited to decorations, chairs, tables, clean-up and trash removal within the time specified in the Special Use Permit. Permittee is responsible for bagging and removing all trash from the park. In the event that trash is left behind, permittee will be billed \$65.00 per hour staff overtime for removal of trash and/or decorations associated with the event.

### **RAIN/BAD WEATHER:**

In the case of rain or bad weather, permittee is not allowed to use the Buttrick Mansion. The function activities are restricted to the designated outdoor area.

**DESIGNATED EVENT COORDINATOR:** Prior to issuance of a permit, we require that the event coordinator be named to take care of the planning prior to the event & on-site logistics on the day of your event. The event coordinator is expected to communicate with the park function manager prior to the event to address your function needs. The event coordinator must be present from set-up to breakdown on the day of your function to insure guidelines are followed and communicated to persons associated with the function and clean-up, such as caterers, bartenders, etc.

**ITEMS NOT PERMITTED IN THE HOUSE OR ON PARKLAND:** To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

**DIRECTIONAL SIGNAGE:** Affixing any directional signage must be approved in advance. The park's function manager will be happy to provide you with written directions and maps or you may download them from our [park map website](#).

**FOOD and BEVERAGE:** Caterers must submit required proof of being licensed and insured. Alcohol of any kind must be served by an insured bartender with sufficient liquor liability insurance (\$1million per individual/\$1million per incident). BBQ grill used by licensed caterer is allowed. All trash carried in must be carried out. See Special Use Permit.

**DECORATIONS:** Decorations, including the type of flowers, must be discussed prior to the issuance of the Special Use Permit. The use of tape, staples, tacks or nails to affix any materials or decorations to the house/trees are not allowed. This includes but is not limited to walls, doors, and floors.

**NO OPEN FLAMES:** Candles, fires and all other forms of open flames are prohibited in the house and on parklands.

**MUSIC:** Amplified music is not allowed.

**PARKING:** Parking is available to all park visitors on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Generally parking is available, but is not guaranteed. A map of available parking areas will be provided. North Bridge Visitor Center Parking Lot (174 Liberty Street, Concord) has 42 spaces and 2 handicap accessible spaces. North Bridge Parking Lot (Monument Street, Concord) has 56 spaces and 2 handicap accessible spaces. Major John Buttrick Field overflow parking may be available for 12 additional spaces. NOTE: due to the North Bridge Reconstruction project, visitors will not be able to cross the Concord river (beginning around 8/2004); therefore, to use Monument Street parking lot, permittee must provide a shuttle service.

**SMOKING:** Smoking is prohibited inside the Buttrick Mansion.

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## **COSTS**

TOTAL COST: \$1250.00

Security Deposit: \$200.00 (returned by mail after event if no damages or cleaning [grounds and premises] is needed). Permittee responsible for damages in excess of deposit.

### LAW ENFORCEMENT COSTS:

An additional charge may be assessed for:

- Uniformed Staff: If use requires overtime uniformed presence.
- Uniformed Staff: If uniformed staff is required to direct traffic and facilitate parking

### REHEARSAL COSTS AND SCHEDULES:

- Tuesdays and Fridays 1pm to 5pm: With a Special Use Permit, a maximum of one hour logistical planning time with the park function manager is granted at no additional cost.
- All other times: \$65.00 per hour.
- Weekends/Holidays: \$260.00 minimum charge. (up to two hours).

ADDITIONAL HOURS: Additional hours beyond time specified in the Special Use Permit for event may be scheduled at \$300.00 per hour. Set up for permitted events may begin at \_\_\_\_\_. Clean up following permitted events must be completed by \_\_\_\_\_.

### CANCELLATION AND REFUNDS:

- \$100.00 of the administrative cost is non-refundable (no exceptions).
- **If the reservation is cancelled less than 30 days prior to the scheduled event (no exceptions):** A total of \$250.00 administrative cost is non-refundable.

## **RESERVATION PROCEDURES**

We accept reservations. To place a date on hold, call the park's function manager at (978) 318-7823. At this time your request will be entered on to our event calendar and the date will be held for two weeks. Our office must receive the application and \$250.00 administrative cost by the end of the two-week period or the date will be released. Upon receipt of the application and administrative cost a Special Use Permit will be mailed or faxed to you. The remaining balance of \$1000.00 plus a \$200.00 security deposit is due one month prior to the event. Feel free to walk the grounds yourself or request a tour of the North Bridge Overlook and Garden area. See our park homepage at [www.nps.gov/mima](http://www.nps.gov/mima) for park information.